

COMMUNITY SERVICES DEPARTMENT  
Recreation Services Division

**John Jones**  
Community Services Director  
**Richard Brunette**  
Recreation Services Manager

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(310) 781-7511

September 16, 2019

Dear Parent/Guardian,

Welcome to the **Early Childhood Education Program** summer 2019 session. We look forward to getting to know you and your child this session. Our goal is to provide your child with a nurturing environment in which they can grow and develop life-long skills.

Over the years, the key to our success has been our wonderful parent volunteers. Parents have helped us accomplish so much more than we ever could have without their support. Parents find that volunteering is an excellent way to observe the growth and development in their child's social and academic skills while participating in the school routine.

We would like to invite you to join the team and become a parent volunteer this session. If you would like to volunteer, there are a few things to complete prior to the start of the session.

Below are three requirements for all our parent helpers:

- 1) **Volunteer Application:**  
Complete the Early Childhood Education Volunteer Form online at:  
[www.Volgistics.com/ex/portal.dll/ap?AP=695651106](http://www.Volgistics.com/ex/portal.dll/ap?AP=695651106)
- 2) **Fingerprinting:**  
You will need to go to Human Resources, 3231 Torrance Blvd., and pick up a volunteer fingerprint request form. City policy requires volunteers to be fingerprinted annually.
- 3) **TB Test:**  
Provide proof of a negative TB test from your doctor.

If you need additional information, please contact me at (310) 781-7511.

Sincerely,

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Tammy Tyler  
CSL IV